Members Present: Executive Vice President Dever, Vice President Gabriel, Vice President Garcia, Vice President Gary, Dr. Gueverra, Dr. Hill, Dr. Hinton, Vice President Sachs, Dr. Saperstone, Dr. Tardd, and President Templin.

Guest: Mr. Ben Pittman, Director, Budget Office

Student Access & Success:

- Summer Session
  - The Daily Enrollment Report for Summer 2009 as of June 16 reflects an increase in FTES of 8.5% over the comparable period for Summer 2008. Dr. Gabriel advised that this number may be slightly inflated due to the suspension of enrollment cancellation while financial aid adjustments are being made.

- Fall Semester
  - The Daily Enrollment Report for Fall 2009 as of June 16 reflects an increase in FTES of 8.7% over the comparable period for Fall 2008. Dr. Gabriel noted that fall registration appears to be very strong.

- 2008-09 Annual Enrollment Summary
  - Dr. Gabriel reported on the final enrollment numbers for 2008-2009:
    - Summer 2008—9,325 FTES, a 6.6% increase over Summer 2007
    - Fall 2008—24,710 FTES, a 2.5% increase over Fall 2008
    - Spring 2009—24,272 FTES, a 7.4% increase over Spring 2008
  - The low increase in Fall 2008 is considered an anomaly, most likely resulting from fewer high school students attending NOVA.
  - Dr. Gabriel noted that NOVA is often the last college to provide AKT data to the VCCS because errors in data are not always corrected in a timely manner. In the future, the provosts will be advised of the deadline for data correction as well as any recurring problems. It is critical that these data be correct.

- Upcoming Topics
  - Dr. Templin provided some potential college access and student success topics for discussion at future Administrative Council meetings. A focused, data-based discussion on a specific topic will be scheduled each month.
  - Council members were asked to consider if additional topics or indicators of student success should be included.

FY 2010 Budget:

- Final Budget
  - Dr. Templin provided some basic assumptions for FY10 budget planning: (1) tuition and fee increases per credit hour, effective Fall 2009; (2) enrollment assumptions (2009-10 target as well as a projection for exceeding the target); and (3) the anticipated carry forward funds from FY09.
Budget decisions effective 1 July included activities to be funded from recurring funds and non-recurring funds, activities supported by additional revenues if the projected enrollment is reached, and activities supported from carry forward funds. Dr. Templin noted that positions that are hired from non-recurring funds will be restricted. After November 1, if the projected enrollment is made and the budget assumptions hold, these positions may possibly be hired on a continuing basis.

Proposals for funding that have been approved by the Administrative Council will be implemented July 1. Outcomes included in the proposals will be tracked for performance.

Pending proposals will be scheduled for presentation at future Administrative Council meetings. In the meantime, placeholders will be put in the budget.

- Contingency Plans
  - A contingency for a possible 5% budget cut is included in the budget.

- Follow-up Items
  - Additional decision packages for non-recurring funds will be considered at the Administrative Council meeting on November 2. At this time, firm enrollment numbers should be available as well as more information on carry forward funds and any additional budget cut.
  - Requests for major capital priority projects and major equipment should be submitted to Vice President Garcia by August 1. Decisions regarding these projects will also be made at the meeting on November 2.
  - The allocation process for new faculty positions will begin on November 2. There is currently an allocation model used for teaching faculty positions, but a methodology is also needed for classified staff positions. Vice President Garcia will confer with council members on such a methodology.

The Administrative Council approved the FY 2010 budget.

Instructional Efficiency/Productivity

- Dr. Dever presented a status report from the Work Group for Increasing Instructional Efficiency/Productivity
- Recommendations for overall efficiency included strategies for better using technology to provide students with standard information; to use successful models for campus-wide space management and scheduling; and to implement “counseling triage” more systematically.
- Issues still need to be resolved regarding the calculation of faculty loads/overloads in selected disciplines. Also needed are more systematic and automated procedures for administering these processes.
- Issues related to reassigned time (procedures, consistency, expectations) also continue to be addressed. An updated report for Reassigned Time 2008-09 will be shared with Administrative Council members.
- Dr. Dever was asked to provide by the end of the fall semester a final set of action steps to be considered by Administrative Council.
Continuity of Instructional Operations Plan:

- Following its earlier presentation to the Administrative Council, the Academic Recovery Group was requested to provide an implementation plan for delivering selected instruction and services in the event of an emergency that resulted in closure of the college. Dr. Sachs presented the group’s preliminary plan:
  - Basic assumptions.
    - TAC training is available for meeting the standards for migrating and effectively teaching a class through distance delivery.
    - The college would be unable to provide face-to-face delivery for more than three weeks.
    - The college would be able to migrate approximately 40% of any term’s course offerings to distance learning.
    - Factors affecting the migration of course include course content, faculty expertise, and the ability to provide needed academic support services.
    - The college expects to increase the number of courses and the number of sections offered for these courses that can migrate to distance delivery.
    - The responsibility for implementing any emergency plan include college, campus, and division level administration.
    - Standards for this process are included in current college documents “Basic Blackboard Competencies,” “Memorandum of Understanding/Teaching a Course at ELI,” and “ELI Course Design.”

- The desired outcome for this proposal is to position the College and its personnel to begin a more extensive plan for continuity of academic operations in the event of an emergency shut-down. Starting points include an in-depth assessment of courses and the certification of faculty, but a number of subsequent actions will need to be considered.

- The Administrative Council requested that the preliminary draft document be revised to incorporate today’s discussion. It will be revisited at the meeting on June 30.

- Dr. Dever was asked to review this topic with the Instructional and Student Services Committee. He will also brief the College Senate.

- Workgroups will be convened, and Dr. Sachs will confer with the provosts on coordinating various training sessions needed to implement this plan.

2009-10 WDCE Financial & Enrollment Targets: Discussion deferred.

Other:

- Final reports on the 2008-2009 college, unit, and administrative goals are due to OIR by July 1. The goals for 2009-2010 are due July 15. Dr. Templin will provide the draft 2009-2010 college goals to the Administrative Council prior to that time.

- Microsoft Elevate America
  - Vice President Gary reported on this partnership between Microsoft, the Commonwealth of Virginia, and the VCCS that provides student vouchers for IT E-Learning courses and select IT certification exams at no cost to the student.
Three types of vouchers are available at a number of Virginia’s One-Stop Workforce Centers, and in August will be available to students through Virginia’s Community Colleges and the Virginia Department of Education.

Dr. Dever and Vice President Gary will confer on the selection of NOVA’s point person for this initiative.

The next meeting of the Administrative Council is Tuesday, June 30, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
2009-10 ATD Plan – June 30
2007-08 College Goal Results – July 8
College Board meeting – July 13
2008-09 College, Unit & Administrative Goals – July 15
Potential Administrative Council Retreat – August 11
Facilities Planning Status Report 2008-2016